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~~CONFIDENTIAL~~

28 May 1964

MEMORANDUM FOR: Chief, Geographic Research, ORR

SUBJECT: Report of the ADP Committee of GRA

1. As stated in paragraph 3 of the memorandum establishing the ADP Committee, dated 22 January 1964, the Committee is to act in an advisory capacity to the Chief of the GRA. It was in this role that this group reviewed ADP training on 26 May 1964.

2. In view of the rapid growth of applications within the geographic, cartographic, and library sciences, a definite need exists to train GRA personnel in ADP. The Committee attacked the problem by selecting suitable training courses and then arranging them into user groups. Recommendations as to selection of personnel and phasing were also made. Two other educational avenues, external tours and internal orientation, were discussed.

3. Attached is a list of available ADP courses arranged according to the following user groups: (See Enclosure #1)

Managerial Orientation Courses -- All supervisory personnel

Working-Level Orientation Courses -- Both professional and sub-professional personnel

Specialized Courses -- Both professional and sub-professional personnel

New Development Courses -- Professionals with specific ADP responsibilities

Only the starred courses have been attended by GRA personnel. For more details, contact the ORR Training Officer, [REDACTED] extension 5131. 25X1A9a

4. The selection of personnel and phasing of their training was also considered. Personnel were divided into functional groups. The recommendations are as follows:

GROUP 1
Excluded from automatic
downgrading and
declassification

C-O-N-F-I-D-E-N-T-I-A-L

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C-O-N-F-I-D-E-N-T-I-A-L

a. Supervisory

(1) Area Chief, Division and Deputy Division Chiefs -- To be familiar with and to better control expanding ADP activity, an orientation course or seminar is recommended within the next year.

(2) Branch and Deputy Branch Chiefs -- At least one supervisory person within each branch should complete an orientation course or seminar by the end of FY 1965. If the need exists, specialized courses and seminars should be scheduled before the inception of any system.

b. Professional and Sub-Professional

(1) It is considered essential that, before any ADP application is introduced, those affected be given a brief, formal, in-house orientation.

(2) If it is contemplated that a professional employee will have direct and continuing need of ADP, then he should take the specialized courses in the half-year preceding his need.

(3) Depending on the scope of the application, sub-professional employees involved should be trained, if possible, before the new system is effected. In the case of clerical personnel, key or paper-tape punching training should be given elsewhere in the Agency or externally. The introduction of automated drafting or electronic display equipment in D/GC will require intensive training of the operators, probably externally.

(4) Employees should be encouraged to attend after-hours courses on ADP such as those offered by USDA and the local universities. It would be in the interest of the Agency to sponsor such training when warranted.

c. New Developments

This category does not fall in the function groupings and is treated separately. Attendance at such courses or seminars should be restricted to those professionals specifically assigned with responsibility for keeping informed in a particular field.

C-O-N-F-I-D-E-N-T-I-A-L

5. The matter of visits to agencies using ADP production techniques was raised. It was decided that these visits would be beneficial for GRA personnel and that certain tours, such as one of the U.S. Navy Office of Oceanography, should be recommended.

6. The suitability of current orientation courses was questioned and the idea of internal orientation was advanced. Inasmuch as OCS and OTR have no plans in this area, such a course or seminar would have to be self-sponsored. Suggested was a non-concurrent 2-day seminar with a mixture of formal lectures and discussion sessions. Speakers could be from OCS, OCR/MD, and external companies and agencies.

7. Attached (Enclosure #2) is an article reprinted from the June 1960 edition of "The American Society of Training Directors." The author's comments, though 4 years old and addressed to manufacturing, still are pertinent to our current situation.

8. The recommendations above have been based upon the limited experience of the Committee with aid from [redacted] who sat in on the session. [redacted] of St/A/RR and [redacted] of OCS were also very helpful. Any comments or suggestions would be welcome.

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[redacted]
Chairman, ADP Committee
Geographic Research Area

Enclosures: 2

cc: GRA Division Chiefs

Distribution:

O&I - Addressee

1 - Chief, St/A/RR 25X1A9a

1 - OCS [redacted]

2 - Chairman, ADP Comm [redacted] 25X1A9a

1 - D/GO Member [redacted] 25X1A9a

1 - D/GL Member [redacted]

ORR:D/GO [redacted] jmc/6316 (28 May 1964)

1 - Ch/E (at his request on 21 July)
1 - Ch/M (encl. only) - 24 Jul

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